PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County** Administration Committee was held on Thursday, May 28, 2009 in Room 200 of the Northern Building - 305 East Walnut Street, Green Bay, Wisconsin

Present:

Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams Also Present: Darlene Marcelle, Sandy Juno, Bill Dowell, Debbie Klarkowski, Lynn VandenLangenberg, Bob Heimann, Kurt Hogarty, Tom Hinz Supervisors Andrews, Clancy, Nicholson, Scray, Warpinski

Call Meeting to Order: 1.

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

11. Approve/Modify Agenda:

> Supervisor Nicholson questioned why his previous communication regarding Housing Vouchers was not on the agenda as was requested at the April meeting. Chairman Lund explained that information has not yet been received from Rob Strong of the Green Bay Housing Authority, indicating the item will be on the June agenda.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to send a letter to Rob Strong of the Green Bay Housing Authority with a request to attend the June meeting with information as requested. **MOTION APPROVED UNANIMOUSLY**

Items 21 & 22 (Treasurer) were taken out of order.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the agenda as amended. MOTION APPROVED UNANIMOUSLY

(Supervisor Hoeft arrived 5:33 p.m.)

III. Approve/Modify Minutes of April 23, 2009:

> Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

Communications:

Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available:

Supervisor Warpinski explained his request that campaign finance reports filed with the County Clerk's office be accessible to interested parties. The consensus of the committee was to agree, however, Chairman Lund suggested that all County candidates who run for office be included, not just County Board supervisors.

Darlene Marcelle and Sandy Juno of the Clerk's office asked that if passed, the request be implemented as of January 1st, 2010. The report is available every six months. They will work with IS to develop a process, stating most likely there will be a link from the County web site through the Clerks Office – Campaign Finance Reports.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to accept Supervisor Warpinski's suggestion that campaign finance reporting filed with the Brown County Clerk be made available and refer to the County Clerk and Information Services to report back with an implementation process. MOTION APPROVED UNANIMOUSLY

2, Communication from Supervisor Erickson re: Bid formats should include more personal information regarding taxes and loans and if any of these payments are in arrears or defaults. Bidder should be checked out by our Board Attorney before moving the award forward to any boards of committees:

Chairman Lund reported that he spoke with Supervisor Erickson who informed him that this item will go before the Executive Committee. Supervisor Krueger, however, suggested that it instead go to the Purchasing Department to develop a process and report back to committee.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to the Purchasing Department and report back.

MOTION APPROVED UNANIMOUSLY

3. Communication from Supervisor Williams re: To review the policies and procedures of the Clerk of Courts office relating to employees in the office:

Supervisor Williams stated that he has been approached by union represented employees in the Clerk of Courts office relative to several issues including comp time vs. overtime pay; changing voice mail messages if out on sick days; use of benefits, etc.

Debbie Klarkowski of Human Resources stated that she plans to meet with Lisa Wilson of that office to discuss union policies and will report back at the June meeting.

Chairman Lund addressed the issue of a phone menu and not being able to talk directly with a staff member. The consensus was that all menus should have the option to dial zero for an operator.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Human Resources and report back in 30 days.

MOTION APPROVED UNANIMOUSLY

4. Communication from Supervisor Scray re: During the budget process Administration (1) explore the option of not doing chargebacks; (2) evaluate departments that give money back to the General Fund on a regular basis and possibly adjusting their levy amount to reflect a 5-year average of what they have given back previously:

Supervisor Mary Scray asked that the option of not doing chargebacks be addressed during the budget process. Lynn VandenLangenberg of Administration explained it is important to have control over departments so that services are provided, indicating that in the long term full reporting for recovery does save money. A request was made by the committee that the Administration Department conduct an evaluation of the chargeback process and report back.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to Administration to evaluate the option of not doing chargebacks and report back. <u>MOTION APPROVED UNANIMOUSLY</u>

Part two of Supervisor Scray's communication, to evaluate departments that give money back to the General Fund was addressed, with Scray questioning if a department is giving money back every year, could they operate on less to begin with.

It was the consensus of the committee and the opinion of Supervisor Theisen that the idea is worth exploring and suggested it be referred to Administration for further study.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to refer to Administration to evaluate departments that give money back to the General Fund. <u>MOTION APPROVED UNANIMOUSLY</u>

County Clerk:

5. Resolution re: Opposition to U.S. Senate Bill 149 the "Weekend Voting Act: Darlene Marcelle explained that U.S. Senate Bill 149, the "Weekend Voting Act" which has been sponsored by Senator Herb Kohl would establish the first Saturday and Sunday after the first Friday in November, in even numbered years, as election days. She pointed out that as this is an unfunded mandate it would result in increased expenses to Brown County. In addition, Marcelle pointed out that ballot security could become compromised because of extended voting hours over two consecutive days. It is her opinion that the present system adequately meets the objectives of existing federal and state election requirements.

Supervisor Krueger stated that he contacted Senator Kohl's office and was told that this idea was the culmination of three years of requests to address the issue. The motive was to get discussion at the committee level.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve opposition to U.S. Senate Bill 149, "Weekend Voting Act".

MOTION APPROVED UNANIMOUSLY

Facility & Park Management:

6. Budget Status Financial Report for March 31, 2009:

Director, Bill Dowell, reported that expenses and revenues are on track to meet budget goals.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

7. Update on Courthouse Roof Plan:

Dowell reported that immediate repairs have been completed on the 22 year old Courthouse roof. It is recommended that an assessment be completed for interior work and Dowell is working with an architect to prepare a budget.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. Director's Report:

Dowell reported there was an employee who worked beyond the 12 hour limit at the Mental Health Center in order to provide adequate coverage.

Darlene Marcelle asked for an update on the Veteran's Services Office and Dowell reported that after a review is completed, he will return with a formal recommendation.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

Human Resources:

9. Budget Status Financial Report for April 30, 2009:

Debbie Klarkowski reported that all cost categories are within budget.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

10. Activity Report for April 2009:

Ms. Klarkowski indicated she had no additional comments to the activity report as included in packet material.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

11. Vacant Positions on Hold Pending Review:

Ms. Klarkowski updated the committee on the following positions;

- Highway Department, Assistant Superintendent A plan will be presented to the Planning, Development, & Transportation Committee at their next meeting.
- Highway, Facility Mechanic Discussion regarding combining services continues with the Highway & Facility Departments
- Human Services Discussion with Debbie Seidl continues regarding the Clerk I, Administrative Secretary, Records Management, and Clerk positions to determine if any of the duties can be shared.

- Treasurer's Office Account Clerk II See discussion below in #21.
- Administration Action on Grant Program Coordinator position is on hold.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

(Committee moved to items # 21 & #22 on the agenda)

Department of Administration:

12. Prepaying for diesel fuel and gasoline to save money:

Kurt Hogarty, Purchasing Manager, responded to a request by Supervisor Theisen whether there was an option for the County to prepay for diesel fuel and gasoline to save money. Hogarty explained that the County purchases bulk fuel through the Highway Department. Highway personnel are in frequent communication with local fuel suppliers to monitor market trends and forecasts. Although they have looked into purchasing futures in the past, it was determined it was in their best interest to continue to monitor prices and buy when they are low. Based on this research, it is Hogarty's recommendation that the Highway Department continue their current procurement process for fuel.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

13. New Financial System Update:

Lynn VandenLangenberg reported that the new financial system will first implement budget, general ledger, purchasing, and accounts payable. At this time project teams are preparing testing data and training will be provided for the various functions. A New World representative will be on site the week of June 22^{nd} at which time an evaluation of the transaction history will be completed. Formal training will be provided the week of July 13^{th} , with the intent to "go live" on August 1^{st} . After August 1^{st} , Payroll & Human Resources will be implemented, with Cash Receipts, Miscellaneous Billing, Assets, and Project/Grant Accounting to follow. VandenLangenberg commended Brown County staff for their diligent work to identify its financial and human resource management reporting needs.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. Planning for 2010 Budget:

Ms. VandenLangenberg informed the committee that planning for the 2010 budget has started. She explained the assumptions which have been used to formulate a forecast of expenditures and revenue reductions. At this time, without considering further reductions by the state, revenue is projected to decrease by \$1.6 million.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

15. **2009 Budget Transfer Log:**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. <u>MOTION APPROVED UNANIMOUSLY</u>

16. Grant Application Approval Log:

Four grants were reported, one in Facility & Park Management, two in Public Safety Communications, and one in Port & Solid Waste.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. <u>MOTION APPROVED UNANIMOUSLY</u>

17. Administration Budget Status Financial Report for April 20, 2009:

Ms. VandenLangenberg reported a year-to-date savings of \$22,808 in salaries and fringe due to vacancies, and a year-to-date savings of \$117,221 in contracted services due to temporary help hired to assist with the implementation of the new ERP.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

18. Information Services Budget Status Financial Report for April 30, 2009:
A year-to-date savings of \$49,833 is reported in salaries and fringe, with a \$69,868 savings in utilities due to upcoming charges related to the installation of new phone and internet services at the jail and Community Treatment Center.
The budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

19. Request for Budget Transfer (#09-28): Re-allocation of Salaries and Fringe to another major budget category except contracted services, or re-allocation to Salaries and Fringe Benefits from another major budget category except contracted services: Transfer of funds from delayed annual secondary internet access project at Jail in Other Utilities and transfer to Overtime Earnings to cover increased overtime to eradicate computer virus and implement new financial system:

This transfer is related to a delayed annual secondary internet access project at the Jail in other utilities and overtime earnings to cover increased hours to eradicate a computer virus and implement a new financial system.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

20. Information Services Update for May 28, 2009:

As the result of a directive given by Supervisor Pat Wetzel at the March County Board meeting, and from this committee to have Information Services review options to improve the broadcast of County Board meetings, Bob Heimann stated he has been in communication with the website vendor and attended a

demonstration of "cataloging technology". He has researched what other counties are doing and has contacted the City of Green Bay which just brought on-line the ability to view on demand the playback of the most recent City Council meetings.

Research has determined the following options:

- 1. Create the baseline solution to the original request which would provide a solution similar to the City of Green Bay. This solution would require 10 hours of IS time, with no additional cost for hardware or software.
- 2. Create a solution similar to #1 above except keep the history of meetings going forward. This solution would take 10 to 20 hours of IS time, with an additional storage cost estimated at \$100 per year.
- 3. Budget in 2010 for a hardware and software solution that is geared towards the replay of video that would cover the entire spectrum from educational videos for the public to training videos for employees. The cost for this option would be \$100,000 and require 50 hours of IS time.

Discussion by the committee resulted in the recommendation to implement #2 above unless there is a possibility that the City of Green Bay would share in option #3.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve Option #2 - create the ability to have the most recent County Board meeting available for replay, with a history of meetings going forward.

MOTION APPROVED UNANIMOUSLY

Secondly, Heimann reported that at the April meeting of this committee a request was made to have IS work with the Library to get160 replacement PC's installed at the nine library Locations. This request has been completed.

Thirdly, Heimann reported that the previous Data Center water based fire suppression system has been replaced as of the end of April with a new FM200 gaseous system. Heimann thanked Supervisor Erickson for bringing this issue forward.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

Treasurer:

21. Request to fill Account Clerk II position from Temporary to Permanent:
Kerry Blaney addressed the committee relative to the Account Clerk II position in
the Treasurer's Office which has been open since November of 2008. The
vacancy is an existing position and included in the Treasurer's budget. At this
time a temporary employee is assisting with the workload, and has been working
full-time since January. Blaney stated that numerous requests have been made
to fill this position with a permanent employee, forms have been completed,
documents of support filed, along with a list of work assignments/duties proving
they are mandated by State Statute.

Blaney explained that the Treasurer's Office has five full-time employees, with no additional staff added for many years. Customer service levels are a concern,

along with safety and security issues. Additional stress to office operations has been significant due to the increase in delinquent taxes, the number of foreclosures, and an increase in bankruptcy filings. This office operates as an enterprise, using no tax levy dollars to operate. Information relative to positions and job duties is attached.

Supervisor Krueger suggested the request be referred to Administration and Human Resources for a 60 day period. He believes there is a possible solution using existing staff.

Supervisor Zima on the other hand pointed out that the temporary employee has been working full-time for seven months. He noted that Green Bay eliminated a position in their City Treasurer's office because the County Treasurer has taken on tax collection duties with the city and surrounding municipalities, yet no staff has been added. He recommended that the job description be strengthened and that a person of quality be hired.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Administration and Human Resources for a 60 day study period.

Ayes: Hoeft, Krueger, Theisen, Williams

Nays: Lund

MOTION APPROVED 4-1

22. Financial Report for the months of January, February, and March:

Treasurer Blaney referred to the report in packet material, explaining changes as requested by the auditor. He reported that in 2008, \$800,000 was returned to the General Fund.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

(Back to #12 on the agenda)

Child Support Agency - Budget Financial Status Report for April 2009. No other agenda items

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

Corporation Counsel - Budget Financial Status Report for April 2009. No other agenda items

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

Other:

23. Audit of Bills:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve payment of bills. MOTION APPROVED UNANIMOUSLY

24. Such Other Matters as Authorized by Law:

June Agenda:

Rob Strong of the Green Bay Housing Authority

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to adjourn at 7:47 p.m. <u>MOTION APPROVED UNANIMOUSLY</u>

Respectfully submitted,

Rae G. Knippel Recording Secretary

ACCOUNT CLERK III POSITIONS IN TREASURER'S OFFICE

TREASURER'S OFFICE POSITION 1 (OPEN BUDGETED POSITION)

(Filled by Temporary Help)

- Waiting on customers 2nd backup.
- Answering phones calls 2nd backup.
- Process tax payments.
- Processing general receipts.
- Prepare deposits and place in bank bags.
- Maintaining daily deposits and balance drawer reports
- Perform the entire cash balancing procedures for all drawers.
- Balancing the daily cutoff.
- Reconcile all deposits with computer reports.
- Compile all deposit information along with final reconciliation report and give to treasurer for review and deposit verification.
- Record daily transaction information on cash and expenditure spread sheets.
- Record daily deposit detail on spreadsheet for Admin.
- Processing weekly payroll and prepare checks for distribution.
- Updating and maintaining monthly general tax and special assessments reports.
- Voucher monthly special assessment payments to 24 municipalities.
- Collate reports and mail special assessment checks to municipalities
- Entering and updating special assessment and charges for municipalities.
- Run end of day reports.
- Maintain lottery credit records. Issue letters to new construction and duplicate lottery credit parcels.
- Compile list of Counties largest tax payers.
- Balance all general ledger accounts for year end audit
- Prepare records for storage at the document center.
- Prepare vouchers and records for Humboldt Drainage District.

TREASURER'S OFFICE POSITION 2

- Priority contact on incoming telephone calls.
- Priority contact on all incoming general receipts.
- Prepare deposits and place in bank bags.
- Balancing own cash drawer daily.
- Processing tax mail payments.
- Waiting on customers 2nd backup.
- Depositing daily tax certifications deposits.
- Monthly billing of tax certifications.
- Recording Zoo deposits and deposit spread sheet.
- Maintain bankruptcy records
- Updating assessment rolls.
- Updating address changes.
- Responsible for the annual foreclosure process.
- Prepare annual foreclosure lists for title companies to perform title searches.
- Printing notices of assessments for 24 municipalities.
- Preparing annual inventory list of forms for assessors.
- Assist with the printing, sealing and mailing of yearly tax bills
- Prepare deeds.
- During tax collections times request and print receipts for mailing.

TREASURER'S OFFICE POSITION 3

- Priority waiting on counter customers.
- Answering telephone calls 2nd backup.
- Initialize system daily.
- Processing tax payments.
- Processing general receipts.
- Prepare deposits and place in bank bags.
- Balance own cash drawers.
- Compiling, reconciling and filing real estate transfer records.
- Prepare monthly real estate payment to the State.
- Maintain Mortgage Record Program with Mortgage Companies for tax payments.
- Trouble shoots all discrepancies between Mortgage Company and taxpayers.
- Maintain Restitution accounts.
- Process NSF charges, voids and letters.
- Responsible for signing of accounts payable checks from Administration
- Printing, folding and mailing of tax bills
- Request, print and mail quarterly delinquent notices to taxpayers
- Process all plat book requests, mailing and receipting
- Enter all manufacturing assessment information from State Equalization office
- Enter batch payments from municipal treasurers.

	PROGRAMS	DESCRIPTION	MANDATED	PRIORITY	SERVICE LEVELS	2008 ACTUAL RESULTS	2009 BUDGET AMOUNT	2009 BUDGETED REVENUES	NON TAX LEVY NET REVENUES
	ASSESSMENT ROLL PREPARATION	prepare & order tax forms for assessors, prepare 24 assessors work books for real & personal property, update assessments, reconcile assessments, print assessment notices.	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	38,533	39,355	244,158	204,803
	TAX ROLL PREPARATION	reconcile assessment roll with statement of assessments for 24 municipalities, enter specials assessments for 24 municipalities, enter & reconcile rate data, print 24 tax rolls, print over 100,000 tax bills, mail out tax bills.	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	51,378	52,473	325,544	273,071
	TAX COLLECTION	collect & process tax bill payments all year long, bulk of collections are during dec, jan & july, collect delinquent taxes, reconcile 24 tax rolls, prepare feb & aug settlement reconciliations with 24 municipalities, print and mailed out delinquent notices several times a year, print and mail out 2nd installment payment notices.	YES WI STATE STATUES CHAPTERS 70,74,&75 ST ADMIM CODE CH 20	REQUIRED	100%	128,444	131,181	813,860	682,679
	MORTGAGE RECORD COLLECTIONS AND REPORTING	compile mortgage record files for mortgage com- panies that make direct tax payments to the county, send data file where the mortgage companies can extract the parcel number and tax amount & will send a tax payment data file back to the county for payment, reconcile all payments with the mortgage companies and property owners.	YES WI STATE STATUES CHAPTER 70,74,&75	REQUIRED	100%	32,111	32,795	203,465	170,670
	OTTERY CREDIT MAINTENANCE IND REPORTING	monitor lottery credit eligibility, enter new regist- rants, maintain files, report filings to state.	YES WI STATE STATUES CHAPTER 70,74,&75	REQUIRED	100%	19,267	19,677	122,079	102,402
T		annual issuance of tax certificates each sept, order over 250 title searches on delinquent property parcels that are 3yrs arrears on taxes, enter data into our in-rem foreclosure program, prepare foreclosure papers for court filing. mail out foreclosure mailings to all interest parties, list foreclosure notices in newspaper, collect pending foreclosure taxes, contact ponding foreclosure taxes, contact ponding foreclosure owners before court date, schedules court hearing on all unredeemed property parcels, appear in court & testifies, record judgment parcels with the reg of deeds, place property up for tax deed bid sale, open tax deed bids, award and record property to tax deed winners.	YES WI STATE STATUES CHAPTERS 70,74,875	REQUIRED	100%	51,378	52,473	325,544	273,071
	LINGS	& make payment to state, file lottery credit date to state.	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	25,688	26,236	162,772	136,536
B/		brown county, complete proof of claim forms listing all unpaid taxes to the bankruptcy ct, record parcels bankrupt on land records	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	44,955	45,913	284,851	238,938
RE		to the County.	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	44,955	45,913	284,851	238,938
	CONCILING DATA/REPORTS	reconcile various reports for internal & external reconciling reports & accounts on an on going basis.	YES WI STATE STATUES CHAPTERS 70,74,&75	REQUIRED	100%	51,377	52,473	325,544	273,071
	YROLL CHECKS.	1600 employees, will be printing and signing accounts payable checks in the near future.	VES MISTATE STATUES CHAPTERS VO,74,&75	REQUIRED	100%	25,689	26,236	162,772	136,536
	NCTIONS c v n	ounty including, rfp's for banking services, erity deposits, process wiring payments, nonitor cash flows, invest counties available	YES VI STATE STATUES CHAPTERS 19,66, &219	REQUIRED	100%	64,222	65,591	406,930	341,339
CU	a C m a	Il our customers internally & externally, ustomer service is provide by telephone calls, nail, in person contact, internet, office serves	ES VI STATE TATUES HAPTERS 0,74,&75	REQUIRED	100%	64,222	65,591 655,907	4,069,300	341,339
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	15 %	\$ 138,109,325	913,378,231 PROJ OVER 1 BIL		\$ 775,268,906	Rev Deposit Trans
	33 %	34	138	104	22	Bankruptcies
2	133 %	322	565	243	141	Pending Forclosures
	38 %	1,407,691	5,116,627	3,708,936	3,743,800	Delinquent Taxes
grand of	Percantage % Incr	2009 Change		2008	2007	Various Statistics
						1/2::-5/1